

OIS 85-583
6 December 1985

MEMORANDUM FOR:

[Redacted]
Management Staff, DA

STAT

FROM:

[Redacted]
Chief, Plans and Management Staff, OIS

STAT

SUBJECT:

FY 1985 Fourth Quarter Review

Attached are two copies of the agenda and action plans for the Office of Information Services fourth quarter review on 10 December 1985. Brief paragraphs also are provided for the milestones not chosen for formal presentation during the review. Additional copies of the agenda will be available for those in attendance.

Attachments

*4th QTR Review
Cancelled due
to DDA retirement*

[Redacted]
STAT

DA/C/P&MS, [] (6 Dec 85)

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Distribution:

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1 - OIS Chrono
1 - OIS Quarterly Review File

OFFICE OF INFORMATION SERVICES
FY 1985 FOURTH QUARTER REVIEW

1400 Hours, 10 December 1985

Room 1207 Ames Building

AGENDA

<u>TIME</u>	<u>TOPICS AND SPEAKERS</u>	
1400-1410	<u>The Year's Accomplishments, 1985</u> [redacted] Director of Information Services	STAT
1410-1425	<u>Information & Privacy: Logjam Broken/Model Work Load</u> [redacted] Deputy Director of Information Services	STAT
1425-1440	<u>Progress in Information Management</u> [redacted] Chief, Information Resources Management Division	STAT
1440-1455	<u>Regulatory Policy: Responsiveness to Excellence</u> [redacted] Chief, Regulatory Policy Division	STAT
1455-1505	<u>Review for History/Special Review for Damage</u> [redacted] Chief, Classification Review Division	STAT
1505-1515	<u>Planning: Initiatives for the Future</u> [redacted] Planning Officer, OIS	STAT
1515-1530	<u>Preventive Medicine in FOIA</u> [redacted] Legal Advisor to the Director of Information Services	STAT

OFFICE OF INFORMATION SERVICES

Progress on Certain Action Items Not
Presented for Formal Discussion

Office of the Director of Information Services

Although there has been progress toward certifying MI Sub-group careerists prior to assignment as Information Management Officers, this objective will be carried over and completed in FY 1986.

Information Resources Management Division

A draft of the revised Agency National Security Classification Guide has been completed. The completed draft will be submitted for Agency-wide coordination in FY 1986.

The updated vital records schedules for the DS&T and the DCI area have been completed in draft and will be reviewed and edited by IRMD in FY 1986.

A good start has been made in drafting ADP records disposition schedules for the DA Offices. Draft schedules for OIS and OT&E have been completed and the OS draft schedule is nearing completion. IRMD analysts are providing technical guidance and assistance to each component. This objective also is being carried over to FY 1986.

Regulatory Policy Division

RPD has made progress every quarter in keeping the headquarters and field regulations up to date. Of the regulations published in 1980 and before, 128 have been revised and republished out of an original total of 232. Thirty-nine revisions in this group continue in process. Of the 43 regulations published in 1981, 15 revisions have been received and 9 revised and republished. These objectives will be carried over to FY 1985 to complete the revisions not yet initiated.

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OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Institute an Effective Career Development Program

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ _____ FY 85 _____

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Develop employee skills and professionalism through internal and external training			0			0			0			0	
Develop and implement certification of MI sub-group careerists prior to assignment as Information Management Officers												0	

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Establish full-service ISC in Ames Building; refine requirements for ISCs in new Hqs building												0	
Bring TRIS to initial operating capability and begin training users												0	
Complete search for unaccounted for TS documents in the DI and DO												0	
Initiate disposition of records in accordance with updated records control schedules												0	
Train two employees in archival techniques and implement program at VARC									0	-	-	-	0

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
✓ Update the Agency's National Security Classification Guide												0	
✓ Update the vital records schedules of the DS&T and DCI area												0	
✓ Complete the disposition schedules of ADP records in the DA												0	
✓ Conduct four Information Management audits and train two additional employees in audit techniques												0	
✓ Analyze a sampling of permanent records at the AARC to determine their physical condition									0				

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide timely, consistent responses to requests for release of Agency Information

RESPONSIBLE OFFICER: [redacted]

SIGNIFICANT FUNDING AMOUNT: \$ [redacted] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Reduce the current case backlog			X			X			X			X	
Develop Agency-wide FOIA action plan, monitor performance, and report to Congress							X						
Streamline the workflow of IPD						X							

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Manage the Regulatory System in accordance with Statutes, Executive Orders, and Agency Policy

0 = Submitted

X = Actual

STAT

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED]

FY 85

DATE SUBMITTED: 12 October 1984

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Complete revision of all Hqs and field regulations issued in 1980 and before												0	
Maintain regulatory system so no Hqs or field regulation is older than three years												0	
Continue to automate the regulatory process; train personnel on the Wang Alliance			0			0			0			0	
Continue to reconcile numbering sequence of Notices and Handbooks to the regulations			0			0			0			0	

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Manage an Effective Classification Review Program

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ F ' 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Prepare detailed plan for a selective historical review program and implement			X			X			X			X	
Further develop proposal for centralized classification review									X				
Expand RIMS data base and test system									X				
Update guidelines for reviewing summaries of Agency employment and contribute to updating HN 									X				

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